**\*Today's Date:** \_\_7-11-03\_\_ **Patent No.** \_\_621,114\_\_

## STATUS/TELEPHONE INQUIRY & EXPEDITE REQUEST
(11/19/2002)

**Caller's Name:** _____ **Tel. #:** _____

**Comments** (note what is being requested or problem)**:** _____

_____

_____

**PALM Location:** \_9200\_ **File Charged to:** _____ **Sent to Loc.:** \_2 /24/03\_

**Record In CofC Database** (circle one)  **Y / N** (If more that one record, use reverse side)

~~MRD~~ (for record in CofC Database): \_3 / 1 / 02\_ Assigned to (LIE's initials (initials): CJ

**Date Assigned:** \_7 / 16 / 02\_ **Sent to Loc.:** _____ **Rec'd:** \_ / / \_ **Turned-in:** \_7/17/00\_

**Date PALM updated:** \_ / / \_ **CofC Issued:** \_8 / 6 / 02\_ **CofC Denied:** \_\_\_ / \_\_\_ / \_\_\_

**Patent number listed on C of C listing in OG** ((circle one)  **Y / N**

**CofC Issued for this record is attached to patent on Internet** (circle one)  **Y / N**

**New/different correction(s) requested.  Check Intranet or with RTIS.** (circle one)  **Y / N**

**Corrections request here, are exactly the same as in CofC on Intranet.** (circle one)  **Y / N**

1. CofC was recently issued or denied.  If CofC was issued less than 2 weeks ago, inform applicant/a⸱ to allow approximate 2 weeks and if CofC is not received, to submit status inquiry.  Inquiries rega⸱ CofCs that were recently issued/denied, after receipt of the inquiry, should be placed in the file.

2. [✓] If CoC was issued more than three two weeks ago, and the <u>attorney has not been received</u>, inform to file a written request.  Status letters for CofCs issued more that than 3 weeks ago, or any requ⸱ duplicate certified CofC (a "Request for Duplicate Certified Copy of Published Certificate of Corⁱ should be forwarded to JCWS with the file.  JCWS, duplicate Certified copies should be direct to ⸱ in PALM, only.  If reques was denied forward file to LIE, to <u>send applicant copy of denial letter.</u>

3. The request is assigned to an LIE or LIE has sent file to TC, give customer the LIE's name and t⸱ number, and tranfer call to the LIE that the file is assigned.  If the LIE does not answer phone an⸱ insists that the call is urgent, direct call to the LIE's Team Leader.

4. If errors were made in the keying of corrections for published/issued CofC, inform attorney/appli⸱ <u>noted corrections to quoted text or corrections on a copy of incorrect CofC</u> and send it to this Branc⸱ new record.  If request was processed without file locate CofC in "PUBLISH" CofCs and forwda⸱ fax/request to Team Leader, screening requests for the week.  Team Leader change MRD if curr⸱ was keyed in order to complete record in CofC Database.  If request was processed with file, give to JCWS to order file and assign to Tony.  Tony, place request/file on Expedite list and rack.

5. Error in in LIE's decision <u>(correction(s) denied),</u> inform applicant to submit Request for Reconsid⸱ with statements and copies supporting requested corrections., i.e. 1449⸱or 892, PTOL-85B, ect.  D⸱ REQUEST COPY OF ORIGINAL REQUEST.  Key new record.  Forward to Team Leader whos⸱ processing request for the week, to determine whether error was made by Examiner or LIE, in r⸱ decisions.  (See # 4. for errors in keying (supersedes).

6. <u>No record in CofC Database (History or Current).</u>  Ask attorney to to send a copy of the request, 1050 forms and post card, to your attention.  When request is received, key a record, imediately ⸱ any <u>outstanding</u> request to Team Leader  to  screening for type of distribution.  If "P", place on ⸱ rack and list.  If "R", Team Leader should order file and give file/request to <u>JCWS to assign to a⸱</u> <u>Expedite (place in red mail tub for next issue being proceseesed for publishing approved correction⸱</u>

**TO: LIE** _____  **TO: JCWS** \_AJ\_  **TO: TEAM LEADER** _____

Atty. Called 7-15-03.